6.3.3 Task

A task is a behavior performed on the job. It is under the task menu
option that you establish the tasks that all students successfully
completing your course must be able to perform. When entering tasks into
MCAIMS, consult the ITS Order appropriate for your course. Before you can
add a task to your course (using the **Add** command button), you must first
create a duty. As you add tasks to your course, you create your task list
and use the list to direct other related course development processes.
What follows is a waterfall effect; the tasks you establish here will
become the basis for learning objectives. Specifically, a one-to-one
relationship exists between tasks and terminal learning objectives (TLOs).

     Even if a duty does not already exist, you may copy a task from
another course or retrieve a task (using the **Copy** command button). The new
task, the duty upon which it is based, its TLO and all subordinate ELOs and
test items will be added. If the desired course elements already exist,
this could be a quick and easy way for you to build your course. You would
need to edit the copied elements to make them specific to your course.

1. From the Maintenance drop-down menu, choose Task. The Task
    Maintenance selection list box (Figure 6-28) opens.

Figure 6-28. Task Maintenance

2. Refer to Table 6-43 for an explanation of the data fields appearing
    in the selection list box. Entries are listed in the selection
    list box as tasks are added.

Table 6-43. Task Maintenance

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Duty	Non-editable field displaying the duty designator.	XXXX.99
Task	Non-editable field displaying the last two digits of the full task designator (same as the ITS designator).	2-digit number
Task Title	Non-editable field displaying the description of task as listed in the ITS order.	Up to 64,000 alphanumeric characters
Condition(s)	Non-editable field displaying the description of the circumstances under which the Marine must perform the task (as listed in the ITS order).	Up to 64,000 alphanumeric characters
Standard(s)	Non-editable field displaying the description of how well the Marine must perform the task (as listed in the ITS order).	Up to 64,000 alphanumeric characters

3. As summarized in Table 6-44, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-44. Access to Task Functions

Command Button		WORKING	APPROVED	SUBMITTED
Add		Yes	No	No
Edit		Yes	No	No
View		Yes	No	No
Delete		Yes	No	No
Steps	*View Only	Yes	Yes*	Yes*
References	*View Only	Yes	Yes*	Yes*
Copy	**Archive Only	Yes	Yes**	Yes**

6.3.3.1 **Add**

This command allows you to add a task to the task list for your course. A task designator identifies each task and consists of a unique combination of the four-character job (or MOS) designator, the two-digit duty designator, and the two-digit task designator in the following format: XXXX.99.99 where "X" represents any character and "9" represents any integer.

Table 6-45 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-45. Access to Add Task

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Add	Yes	No	No

1. From the Task Maintenance selection list box (Figure 6-28), click on **Add**. The Task Add dialog box (Figure 6-29) opens.

Figure 6-29. Task Add

2. Referring to Table 6-46 for an explanation of the data fields and using input from the ITS order, enter the required information to add a task to the task list.

Table 6-46. Task Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Duty	The duty designators you entered under the duty menu option appear in this drop-down list. Using the down arrow, scroll through the list and click on the duty designator that corresponds to the task you will enter. You cannot proceed until you have selected a duty upon which you can base your new task.	

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Task	Enter the last two digits of the task designator, e.g., 01 if the ITS designator is 0302.22.01.	2 numeric characters
Rank	From this drop-down list, select the lowest rank at which mastery of this task is required.	
Task Title	Description of what the Marine is expected to do in the real world. The information must be exactly as it is listed in the ITS order. However, complete in normal sentence structure order format (see Hint below). The task statement transfers to the Learning Objective dialog box where it becomes the behavior portion of the TLO. You must complete this field to save this record.	Up to 64,000 alphanumeric characters
Condition(s)	Description of the circumstance or limitations under which the Marine must perform the task in the real world. Complete this field exactly as it is listed in the ITS order; however, use normal sentence structure format (see Hint below). The condition(s) statement transfers to the Learning Objective dialog box where it becomes the condition portion of the TLO. You must complete this field to save this record.	Up to 64,000 alphanumeric characters
Standard(s)	Description of the proficiency level required of the Marine performing the task in a real world environment. Complete this field exactly as it is listed in the ITS order; however, use normal sentence structure format (see Hint below). The standard(s) statement transfers to the Learning Objective dialog box where it becomes the standard portion of the TLO. You must complete this field to save this record.	Up to 64,000 alphanumeric characters
Initial Training Setting	A description of the initial training setting for the task as taken directly from the ITS order. Only tasks designated for initial instruction in the Formal School will be entered into MCAIMS for Windows. Depending on the choice made when setting up the course record, the screen will display either Standard or Preliminary under Formal School or Core and Core Plus under Formal School. An "x" in the Formal School:Standard check box indicates the task is initially trained to standard in the Formal School. An "S" is printed beside the task in the CDD task list.	A check in one box disables the other. One box must be checked to save this record.

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
	An "x" in the Formal School: Preliminary check box indicates there is preliminary training of the task to a lesser standard in the Formal School, with follow-on training to standard at the unit via managed-on-the-job training. A "P" is printed beside the task in the CDD task list.	
	An "x" in the Formal School:Core check box indicates the task is part of the core training in the Formal School. This training builds skills that qualify a Marine as a Marine and for an MOS. A "C" is printed beside the task in the CDD task list.	
	An "x" in the Formal School:Core Plus check box indicates the task is part of the core plus training in the Formal School. This advanced training builds skills that are mission, rank, or billet specific. A "+" is printed beside the task in the CDD task list.	
	A number in the Sustainment field indicates a recurrent interval (in months) after which task proficiency must be redemonstrated. This information does not appear in any report, but exists for the school's tracking purposes.	Up to 3 digits
Date of Learning Analysis	Date the Learning Analysis was completed for this task.	yyyy-mm-dd

> **HINT: Normal sentence structure format implies the use of an initial capital letter on the first word, only lowercase letters for the remaining words (except proper nouns and acronyms), and a period at the end of the statement.**

3. If applicable, add administrative instructions. Administrative instructions provide the trainer/instructor with special circumstances relating to the ITS, such as safety, real world limitations, and knowledge or enrichment topics which may be a prerequisite to successful accomplishment of the ITS. Input the administrative instructions directly from the ITS order.

   a. From the Task Add dialog box (Figure 6-29), click on **Admin Instructions**. The Admin Instructions memo text box opens.

   b. Add the administrative instructions for the task here. These comments will not appear in a report, but exist for the school's tracking purposes.

   c. Click on **Save**. This returns you to the Task Add dialog box.

4. If applicable, add the ITS Authority.

   a. From the Task Add dialog box (Figure 6-29), click on **ITS Authority**. The ITS Authority memo text box opens.

b. Add information concerning the source for the task. Generally this will be the ITS order from which you are building your task list. If you have been given permission to deviate from the approved ITS, enter details about the approval letter in the reference field. These comments will not appear in a report, but exist for the school to track the source and validity of the task.

c. Click on **Save**. This returns you to the Task Add dialog box.

5. Click on **Save**. This returns you to the Task Maintenance selection list box. Note that your task is now added to the Task List and the task title, condition(s), and standard(s) now appear in the selection list box.

6.3.3.2 **Edit**

This command allows you to edit a highlighted task. Be very cautious because certain changes to a task can result in change(s) to all associated learning objectives, test items, and concept cards.

Table 6-47 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-47. Access to Edit Task

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Edit	Yes	No	No

1. From the Task Maintenance selection list box (Figure 6-28), highlight the task you desire by clicking on it.

2. Click on **Edit**. A dialog box similar to the one in Figure 6-29 opens.

3. Referring to Table 6-46 for an explanation of the data fields, edit appropriate information in any fields of the dialog box.

4. Click on **Save**. Your changes are made.

a. If you edit nothing more than the rank, the initial training setting, the date of the learning analysis, the administrative instructions, and/or the ITS Authority, you will receive a message advising you about the possible effects of your actions on certain reports. Click on **OK**. This returns you to the Task Maintenance selection list box.

b. If you edit the task title, condition(s), or standard(s), you receive a message advising you about the possible effects of your actions on certain reports. Click on **OK**. You receive another message advising you that the corresponding individual parts of the TLO will also be changed, but the combined TLO will not be affected. Click on **OK** again. This returns you to the Task Maintenance selection list box.

c. If you edit the duty or task designators, you receive a message advising you about the impact on subordinate learning objectives and test items. Click on **OK.**

(1) If no concept cards were affected, you receive a message to that effect. Click on **OK**. This returns you to the Task Maintenance selection list box.

(2) If concept cards were affected, MCAIMS provides you a list to review. Click on **Print** or **Quit**. Either selection returns you to the Task Maintenance selection list box.

6.3.3.3 **View**

This command allows you to view information entered on the dialog box about a particular task, to include information in memo text boxes accessed through the command buttons.

Table 6-48 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-48. Access to View Task

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
View	No	Yes	Yes

1. From the Task Maintenance selection list box (Figure 6-28), highlight the task you desire by clicking on it.

2. Click on **View**. A dialog box similar to the one in Figure 6-29 opens. In addition to viewing the information in this dialog box, you may also click on the command buttons to view the information in the memo text fields.

3. Click on **Exit w/o Save**. This returns you to the Task Maintenance selection list box.

6.3.3.4 **Delete**

This command allows you to delete the highlighted task. The deletion of a task will result in the deletion of all associated learning objectives and test items. The system then resequences learning objectives remaining on affected concepts cards.

Table 6-49 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-49. Access to Delete Task

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Delete	Yes	No	No

1. From the Task Maintenance selection list box (Figure 6-28), highlight the task you wish to delete by clicking on it.

2. Click on **Delete**. If you do not have access to Evaluation Maintenance and test items are associated with learning objectives subordinate to this task, you receive a message advising you that you cannot delete this task. Click on OK to return to the Task Maintenance selection list box. Otherwise, a message appears explaining the impact of this action and confirming your wish to continue.

3. Click on **Yes**. The status of the task deletion process is depicted. When the deletion is complete, MCAIMS provides you additional information about its impact.

    a. If no concept cards were affected, you receive a message to that effect. Click on OK. MCAIMS returns you to the Task Maintenance selection list box.

    b. If concept cards were affected, MCAIMS provides you a list to review. Click on **Print** or **Quit**. Either selection returns you to the Task Maintenance selection list box.

6.3.3.5 **Steps**

This command allows you to access and maintain performance steps for the highlighted task. Performance steps are logically sequenced actions required of the individual to perform the task to standard.

    Table 6-50 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-50. Access to Task Steps

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Steps	*View only	Yes	Yes*	Yes*

1. From the Task Maintenance selection list box (Figure 6-28), highlight the task for which you will be maintaining steps.

2. Click on **Steps**. The Performance Steps selection list box (Figure 6-30) opens. The title bar displays the task designator, and the task field displays the task title. As you add a performance step to a task, MCAIMS automatically assigns the next available sequence number and displays the number in the list box under the heading of sequence. The verbiage for the highlighted performance step is displayed in the Performance Step box to the right of the sequence numbers. You have an opportunity to resequence performance steps using the Edit command button.

Figure 6-30. Performance Steps

3. As summarized in Table 6-51, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-51. Access to Task Step Functions

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Steps – **Add**		Yes	No	No
Steps – **Edit**		Yes	No	No
Steps – **Delete**		Yes	No	No
Steps – **Knowledge/Skills**	*View Only	Yes	Yes*	Yes*

6.3.3.5.1 **Add**

This command allows you to add a performance step for this task.

    Table 6-52 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-52. Access to Add Steps

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Steps – Add	Yes	No	No

1. From the Performance Steps selection list box (Figure 6-30), click on **Add**. The Add Performance Steps dialog box (Figure 6-31) opens.
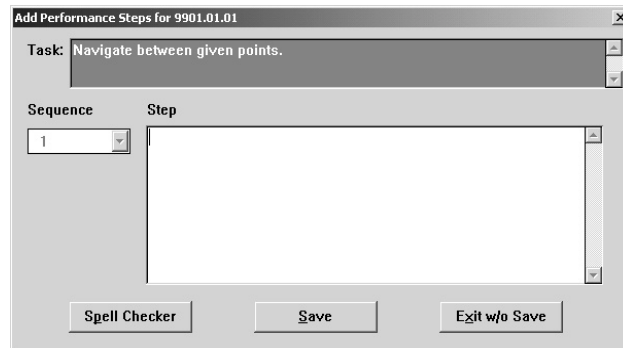

Figure 6-31. Add Performance Steps

2. Referring to Table 6-53 for an explanation of the data fields, enter a step for this task.

    HINT: You can add only one performance step at a time. After you save a step, you can add another. It is not critical to enter steps sequentially because you can change the sequence by editing.

Table 6-53. Add Performance Steps

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Task	Non-editable field displaying the task title carried forward from the Task Maintenance selection list box.	Up to 64,000 alphanumeric characters
Sequence	Sequence number assigned to a performance step. Defaults automatically to next available Arabic number when adding a performance step.	2 numeric characters
Step	One of the sequenced actions required to perform a task. Enter each step directly from the ITS order. You must complete this field to save the record.	Up to 64,000 alphanumeric characters

3. Click on **Save**. This returns you to the Performance Steps selection list box.

6.3.3.5.2 **Edit**

This command allows you to edit the highlighted performance step for this task.

Table 6-54 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-54. Access to Edit Steps

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Steps – **Edit**	Yes	No	No

1. From the Performance Steps selection list box (Figure 6-30), highlight the performance step you wish to edit by clicking on its sequence number.

2. Click on **Edit**. A dialog box similar to the one in Figure 6-31 opens.

3. Referring to Table 6-53 for an explanation of the data fields, edit the performance step or change its sequence by choosing a different number from the drop-down list of sequence numbers. The sequence of all other steps will be adjusted accordingly.

4. Click on **Save**. This returns you to the Performance Steps selection list box.

6.3.3.5.3 **Delete**

This command allows you to delete the selected performance step(s) from this task.

Table 6-55 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-55. Access to Delete Steps

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Steps – **Delete**	Yes	No	No

1. From the Performance Steps selection list box (Figure 6-30), mark the performance step(s) you wish to delete using the multiple select feature.

2. Click on **Delete**. A message appears to confirm your wish to delete this performance step.

3. Click on **Yes**. MCAIMS will delete the selected performance step(s), resequence all remaining performance steps, and return you to the Performance Steps selection list box.

6.3.3.5.4 **Knowledge/Skills**

This command allows you to access and maintain knowledge or skills required to perform the highlighted step. Knowledge is the information required to accomplish a step. Skill is the ability to perform a step.

Table 6-56 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-56. Access to Knowledge/Skills

Command Button		WORKING	APPROVED	SUBMITTED
Steps – **Knowledge/Skills**	*View Only	Yes	Yes*	Yes*

1. From the Performance Steps selection list box (Figure 6-30), highlight the desired step.

2. Click on **Knowledge/Skills**. The Knowledge/Skill selection list box (Figure 6-32) opens. Notice the title bar lists the performance step and task designator with which you are working.

Figure 6-32.   Knowledge/Skill

3.   Refer to Table 6-57 for an explanation of the data fields.

Table 6-57.   Knowledge/Skill

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Task	Non-editable field displaying the task title carried forward from the Task Maintenance selection list box.	Up to 64,000 alphanumeric characters
Step	Non-editable field displaying the performance step carried forward from the Performance Step selection list box.	Up to 64,000 alphanumeric characters
Sequence	Non-editable field displaying the Sequence number assigned to a knowledge/skill. Defaults automatically to next available Arabic number when adding a knowledge or skill.	2 numeric characters
Knowledge/ Skill	Non-editable field displaying the knowledge or skill necessary to perform a step.	Up to 64,000 alphanumeric characters

4.   As summarized in Table 6-58, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-58.   Access to Knowledge/Skills Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Steps – **Knowledge/Skills** – **Add**	Yes	No	No
Steps – **Knowledge/Skills** – **Edit**	Yes	No	No
Steps – **Knowledge/Skills** – **Delete**	Yes	No	No

6.3.3.5.4.1 **Add**

This command allows you to add a knowledge or a skill to this step.

Table 6-59 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-59.   Access to Add Knowledge/Skills

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Steps – **Knowledge/Skills** – **Add**	Yes	No	No

1.   From the Knowledge/Skill selection list box (Figure 6-32), click on **Add**. The Add Knowledge/Skills dialog box (Figure 6-33) opens.

Figure 6-33. Add Knowledge/Skills

2. Referring to Table 6-60 for an explanation of the data fields, enter the required information to add a knowledge or skill for a performance step.

> **HINT: You can add only one knowledge/skill at a time. After you save the record, you can add another. It is not critical to enter knowledge or skills sequentially because you can change the sequence by editing.**

Table 6-60. Add Knowledge/Skills

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Task	Non-editable field displaying task title carried forward from the Task Maintenance selection list box.	Up to 64,000 alphanumeric characters
Step	Non-editable field displaying performance step carried forward from the Performance Step selection list box.	Up to 64,000 alphanumeric characters
Sequence	Field displaying sequence number assigned to a knowledge/skill. Defaults automatically to next available Arabic number when adding a knowledge/skill. You may edit this field to rearrange the order.	Up to 2 numeric characters
Knowledge/ Skill	A knowledge or skill necessary to perform a step. You must complete this field to save the record.	Up to 64,000 alphanumeric characters
Group By	User-defined area to which knowledge or skills may be assigned to a group if they are common to one or more performance steps. Accomplish this consolidation during the task analysis process, after entering all the steps and the knowledge/skills for each step. Then a report can be generated to help you in refining this process.	Up to 3 alphanumeric characters

3. Click on **Save**. This returns you to the Knowledge/Skill selection list box.

6.3.3.5.4.2 **Edit**

This command allows you to edit the highlighted knowledge or skill for this step.

Table 6-61 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-61. Access to Edit Knowledge/Skills

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Steps – **Knowledge/Skills** – **Edit**	Yes	No	No

1. From the Knowledge/Skill selection list box (Figure 6-32), highlight the knowledge or skill you wish to edit.

2. Click on **Edit**. The Edit Knowledge/Skills dialog box (similar to Figure 6-33) opens.

3. Referring to Table 6-60 for an explanation of the data fields, edit the knowledge/skills criteria or change its sequence by choosing a different number from the drop-down list of sequence numbers. The sequence of all other knowledge or skills will be adjusted accordingly.

4. Click on **Save**. This returns you to the Knowledge/Skills selection list box.

6.3.3.5.4.3 **Delete**

This command allows you to delete the selected knowledge/skill(s) from this step.

Table 6-62 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-62. Access to Delete Knowledge/Skills

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Steps – **Knowledge/Skills** – Delete	Yes	No	No

1. From the Knowledge/Skill selection list box (Figure 6-32), mark the knowledge/skill(s) you wish to delete, using the multiple select feature.

2. Click on **Delete**. A message appears to confirm your wish to delete these records.

3. Click on **Yes**. MCAIMS will delete the record(s), resequence all remaining knowledge/skill(s), and return you to the Knowledge/Skill selection list box.

6.3.3.6 **References**

This command allows you to access and maintain references for the highlighted task. References added to the task are taken directly from the ITS order. References added to a task are automatically added to the corresponding TLO, but not to any existing ELOs or concept cards.

Table 6-63 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-63. Access to Task References

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References *View Only	Yes	Yes*	Yes*

1. From the Task Maintenance selection list box (Figure 6-28), highlight the task for which you will be maintaining references.

2. Click on **References**. The References for Task selection list box (Figure 6-34) opens. All references currently assigned to this task are listed here. Note that MCAIMS identifies the task in the title bar.
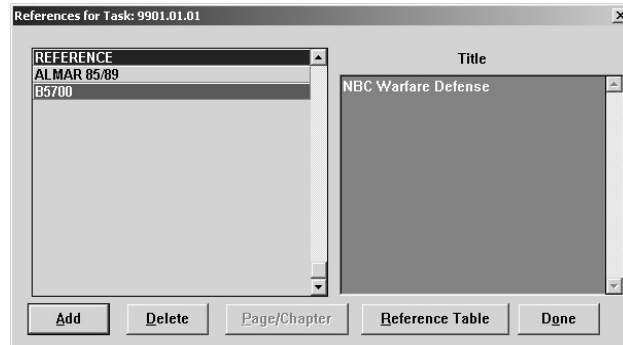

Figure 6-34. References for Task

3. Refer to Table 6-64 for an explanation of the data fields.

Table 6-64. References for Task

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Reference	Non-editable field displaying the code (if one exists) of an authoritative reference that is associated with an ITS.	Up to 20 alphanumeric characters
Title	Non-editable field displaying the name of the highlighted reference.	Up to 150 alphanumeric characters

4. As summarized in Table 6-65, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-65. Access to Reference Functions

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
References – **Add**		Yes	No	No
References – **Delete**		Yes	No	No
References – **Page/Chapter**	*At Concept Card Only	Yes*	No	No
References – **Reference Table**	**View Only	Yes	Yes**	Yes**

6.3.3.6.1 **Add**

This command allows you to add a reference to a task. The references you add to a task will be added automatically to the corresponding TLO, but will not be added to any existing ELOs or concept cards. You can manually add the references to subordinate ELOs or to concept cards, if desired.

Table 6-66 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-66. Access to Add Task References

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References – **Add**	Yes	No	No

MCAIMS 32 USER'S MANUAL

1. From the References for Task selection list box (Figure 6-34),
    click on **Add**. The Add References to Task selection list box
    (Figure 6-35) opens and MCAIMS displays all references (in
    reference code order) currently in the Reference Table for this
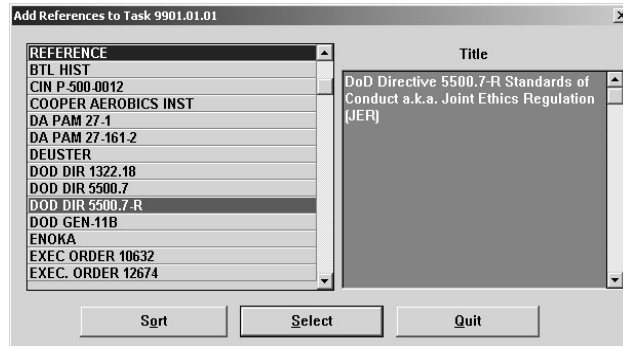   course. Note that MCAIMS identifies the task in the title bar.

Figure 6-35.   Add References to Task

2. Sort the references in the Reference Table by title, if desired.

3. Using the multiple select feature, mark the reference(s) you want
    to add to this task.

    **HINT: This reference listing displays all references for the
    selected course. If you cannot find the reference you desire in
    this list, select Quit to return to the References for Task
    selection list box. You can then access the Reference Table by
    clicking on the Reference Table button (see Paragraph 6.3.3.6.3).
    After you add the reference to the Reference Table, it will be
    available to add to the task.**

4. Click on **Select**. The reference(s) are added, and you receive a
    message explaining the impact on the TLO.

5. Click on **OK**. You receive a report listing all concept cards
    containing the affected TLOs. After exiting from the report, you
    are returned to the References for Task selection list box.

6.3.3.6.2 **Delete**

This command allows you to delete the selected reference(s) from the task.

   Table 6-67 summarizes the availability of this command based on course
status. If available, continue with the following steps.

Table 6-67. Access to Delete Task References

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References – **Delete**	Yes	No	No

1. From the References for Task selection list box (Figure 6-34), mark
    the reference(s) you desire to delete from this task using the
    multiple select feature.

2. Click on **Delete**. A message appears explaining that the references
    deleted from the task will not be deleted from the TLO or any
    existing ELOs or concept cards.

3. Click on **OK**. The system returns you to the References for Task
    selection list box.

Version 4.0   6-49   8/26/03

6.3.3.6.3 **Reference Table**

This command allows you to access the Reference Table to add or copy a reference to the table, thus making it available to add to the task with which you are working.

Table 6-68 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-68. Access to Reference Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References – **Reference Table** *View Only	Yes	Yes*	Yes*

1. From the References for Task selection list box (Figure 6-34), click on **Reference Table**. The Reference Table Maintenance selection list box (Figure 6-36) opens.
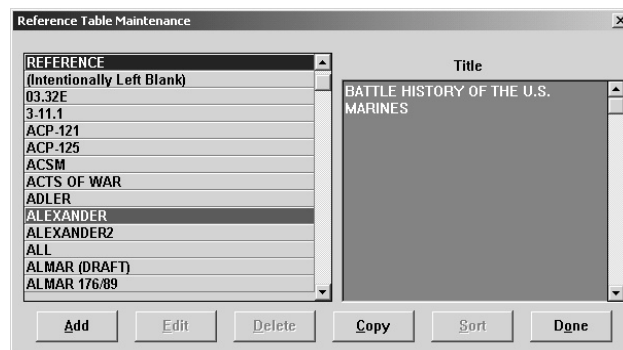
Figure 6-36. Reference Table Maintenance

2. Refer to Table 6-69 for an explanation of the data fields.

Table 6-69. Reference Table Maintenance

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Reference	Non-editable field displaying the system-generated code for source documents used for developing the lesson and referred to on the task.	Up to 20 alphanumeric characters
Title	Non-editable field displaying the name of the highlighted reference.	Up to 150 alphanumeric characters

3. As summarized in Table 6-70, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-70. Access to Reference Table Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References – **Reference Table** – **Add**	Yes	No	No
References – **Reference Table** – **Copy**	Yes	No	No

HINT: Only the Add and Copy buttons are accessible from this selection list box. You must return to the References option under the Tables drop-down menu to edit or delete any references listed in this dialog box.

6.3.3.6.3.1 **Add**

This command allows you to add a new reference to the Reference Table for your course.

HINT: Before adding a new reference to your course, check the copy list for references added to other courses. If the reference you desire is present, copy it rather than add it.

Table 6-71 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-71. Access to Add References to Reference Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References - **Reference Table** - **Add**	Yes	No	No

1. From the Reference Table Maintenance selection list box (Figure 6-36), click on **Add**. The Reference Add dialog box (Figure 6-37) opens.

Figure 6-37. Reference Add

2. Referring to Table 6-72 for an explanation of the data fields, enter the required information to add a reference to the Reference Table.

Table 6-72. Reference Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Reference	Code (if one exists) depicting the publication.	Up to 20 alphanumeric characters
Title	Name of the reference. You must complete this field to save the record.	Up to 150 alphanumeric characters

3. Click on **Save**. The reference is added and you are returned to the Reference Table Maintenance selection list box.

HINT: If you wish to add the new reference to the task with which you are working, click on Done to return to the References for Task selection list box. Then click on Add. Follow the procedures listed in Paragraph 6.3.3.6.1.

6.3.3.6.3.2 **Copy**

This command allows you to copy existing references from another course to the Reference Table of the current course.

Table 6-73 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-73. Access to Copy References to Reference Table

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
References - Reference Table - Copy	Yes	No	No

1. From the Reference Table Maintenance selection list box (Figure 6-36), click on **Copy**. A dialog box similar to the one in Figure 6-35 opens with a comprehensive list of all the references added to other courses on the same computer or server as your MCAIMS installation.

2. Sort references by title rather than by reference code, if desired.

3. Using the multiple select feature, mark the reference(s) you want to copy to the Reference Table of the course with which you are working.

4. Click on **Select**. The reference is copied and you are returned to the Reference Table Maintenance selection list box.

> **HINT: If you wish to add the new reference(s) to the task with which you are working, click on Done to return to the References for Task selection list box. Then click on Add. Follow the procedures listed in Paragraph 6.3.3.6.1.**

6.3.3.7 **Copy**

This command allows you to copy a task from another course to which you have access, archive the current task, or retrieve an archived task.

Table 6-74 summarizes the availability of this command based on course status. If available, continue with the following steps.

> **HINT: If you plan to archive the current task, you must first highlight the task you wish to archive before you click on the Copy button.**

Table 6-74. Access to Copy Task

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Copy * Archive Only	Yes	Yes*	Yes*
OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Copy Task from Another Course	Yes	No	No
Archive Current Task	Yes	Yes	Yes
Retrieve a Task	Yes	No	No

1. From the Task Maintenance selection list box (Figure 6-28), click on **Copy**. The Current Task dialog box (Figure 6-38) opens.

Figure 6-38.   Current Task

2.   Choose the desired option.

6.3.3.7.1 Copy Task From Another Course

This command allows you to copy a task from any other course to which you
have access on the same MCAIMS for Windows installation/server. When you
copy a task, MCAIMS includes all of its descriptive information
(performance steps, knowledge/skills, references, and the information from
the task edit screen) as well as its subordinate elements (learning
objectives with associated methods, media, references, and test items).

     Table 6-75 summarizes the availability of this option based on course
status. If available, continue with the following steps.

Table 6-75.   Access to Copy Task From Another Course

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Copy Task from Another Course	Yes	No	No

1.   From the Current Task dialog box (Figure 6-38), choose Copy Task
     From Another Course and click on **Proceed**. The Select Course
     selection list box (Figure 6-39) opens displaying only those
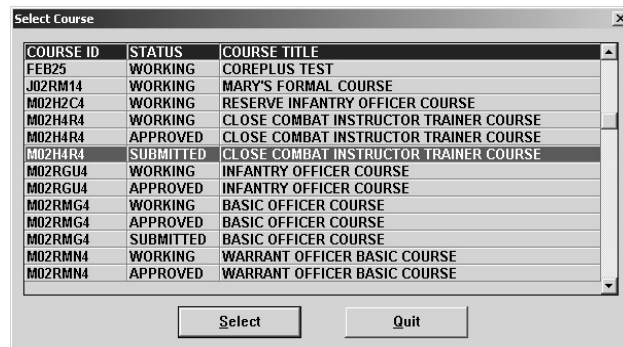   courses to which you have access.

Figure 6-39.   Select Course

2.   Choose the desired course and click on **Select**. The Copy a Task
     From Another Course selection list box (Figure 6-40) opens. Note
     that the description of the highlighted task appears in the field
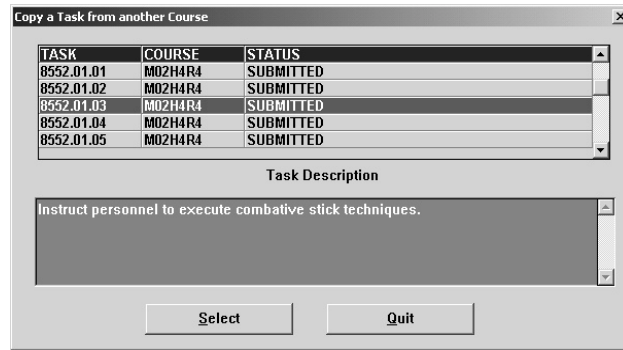   below the list of tasks.

Figure 6-40. Copy a Task From Another Course

3. Choose the desired task and click on **Select**. If you do not have access to Evaluation Maintenance and test items are associated with learning objectives subordinate to the task being copied, you receive a message advising you that you cannot copy this task. Click on **OK** to return to the Task Maintenance selection list box. Otherwise, you will receive one of two messages, depending upon which of the following conditions is true.

The designator of the task being copied does not already exist in the current course. Proceed to Step 4.

The designator of the task being copied already exists in the current course. Proceed to Step 5.

4. If the designator of the task you chose to copy does not already exist in the current Working course, a message appears to advise you of this, to offer you two choices (**Retain** or **Renumber**), and to explain the effects of those choices. Click on the appropriate response button.

a. If you click on **Retain**, you will receive one of two messages (depending upon the existence of a corresponding duty) requesting your confirmation.

(1) If the duty portion of the task designator does not already exist in your current course, MCAIMS advises you that the parent duty will be copied with the task and all supporting learning objectives and test items. You are reminded that you must assign all newly copied learning objectives to concept cards before you can change the status of the course to Locally Approved.

Click on **Yes**. MCAIMS depicts the loading and adding of the task. Upon completion, a message advises you that the specific task, with its original designator, has been added to the Working course.

(2) If the duty portion of the task designator already exists in your current course, MCAIMS advises you that the task and its supporting learning objectives and test items will be added to the existing duty. You are reminded that you must assign all newly copied learning objectives to concept cards before you can change the status of the course to Locally Approved.

Click on **Yes**. MCAIMS depicts the loading and adding of the task. Upon completion, a message advises you that the specific task, with its original designator, has been added to the Working course.

b. If you click on **Renumber**, a message appears to explain the impact of this choice and to confirm your wish to continue. MCAIMS will add the task, along with its supporting learning objectives and test items, to the duty area you select. Again, MCAIMS reminds you that you must assign all newly copied learning objectives to concept cards before you can change the status of this course to Locally Approved.

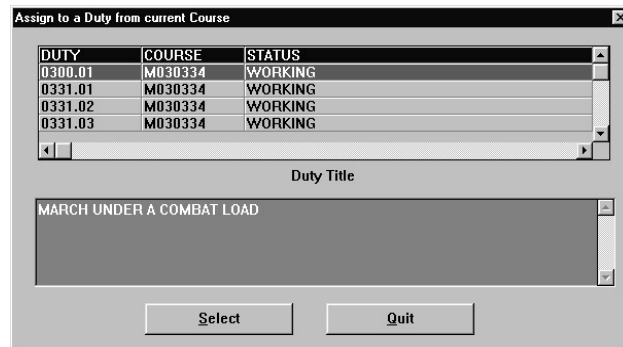(1) Click on **Yes**. The Assign to a Duty from Current Course selection list box (Figure 6-41) opens.

Figure 6-41. Assign to a Duty From Current Course

(2) Highlight the duty you desire and click on Select. MCAIMS depicts the loading and copying of the task. Upon completion, a message advises you that the specific task (with its new designator) has been added to the Working course.

(3) Click on OK. This returns you to the Task Maintenance selection list box.

5. If the designator of the task you chose to copy already exists in the current Working course, a message appears to advise you of this, to offer you two choices (**Retain** or **Renumber**), and to explain the effects of those choices. Click on the appropriate response button.

a. If you click on **Retain** and you do not have access to Evaluation Maintenance, MCAIMS checks for the presence of test items associated with learning objectives subordinate to the task that will be replaced. If test items are found, you receive a message advising you that you cannot copy this task. Click on **OK** to return to the Task Maintenance selection list box. Otherwise, MCAIMS will overwrite the current task and all subordinate learning objectives and test items with those associated with the incoming task. The parent duty will not be affected. Learning objectives will be deleted from existing concept cards, but will not be replaced. MCAIMS depicts the loading and adding of the task record. Upon completion, a message advises you that the current task has been overwritten in the Working course. Click on **OK**.

(1) If no concept cards were affected, you receive a message to that effect. Note that you must assign newly copied learning objectives to concept cards before you can change the status of this course to Locally Approved. Click on **OK** to return to the Task Maintenance selection list box.

(2) If concept cards were affected by the deletion of the current task, you are provided a list to review. Note

that learning objectives deleted from concept cards were
not replaced and that the newly copied learning objectives
must be assigned to concept cards before you can change
the status of this course to Locally Approved. Click on
Print or **Quit**. Either selection returns you to the Task
Maintenance selection list box.

   b. If you click on **Renumber**, a message appears to confirm your
       intent and to explain the impact of this action. MCAIMS will
       automatically renumber the newly copied task and all of its
       supporting learning objectives and test items as they are added
       to the appropriate duty area. Note that you must assign newly
       copied learning objectives to concept cards before you can
       change the status of the course to Locally Approved.

       (1) Click on **Yes**. MCAIMS depicts the loading and renumbering
            of the task. Upon completion, a message advises you that
            the renumbered task has been added to the Working course.

       (2) Click on **OK**. This returns you to the Task Maintenance
            selection list box.

6.3.3.7.2 Archive Current Task

This command allows you to archive the task you highlighted in the Task
Maintenance selection list box before you clicked on the Copy button. The
archived task, with all of its descriptive information (performance steps,
knowledge/skills, references, and the information on the task edit screen)
and subordinate information (learning objectives with associated methods,
media, references, and test items) can be distributed to and used at
another MCAIMS site or installation/server.

   Table 6-76 summarizes the availability of this option based on course
status. If available, continue with the following steps.

Table 6-76. Access to Archive a Task

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Archive Current Task	Yes	Yes	Yes

   1. From the Current Task dialog box (Figure 6-38), choose Archive
       Current Task and click on **Proceed**.

       **HINT: If you are not sure that the correct task is highlighted,
       select Quit rather than Proceed to return to the Task Maintenance
       selection list box. Highlight the correct task and click Copy
       again.**

       If you do not have access to Evaluation Maintenance and test items
       are associated with learning objectives subordinate to this task,
       you receive a message advising you that you cannot archive this
       task. Click on **OK** to return to the Task Maintenance selection list
       box. Otherwise, the Archive Task dialog box opens for you to
       designate a file name and destination.

   2. After assigning the desired name and location, click on **OK**. The
       system depicts copying the files. Then your screen will turn black
       while it adds records to the Zip file. A message appears for you
       to confirm completion of the copy process.

   3. Click on **OK**. A message appears to advise you that the Zip file has
       been created in the directory you specified.

   4. Click on **OK**. The system returns you to the Task Maintenance
       selection list box.

6.3.3.7.3 Retrieve a Task

This command allows you to retrieve an archived task file, whether it was archived from the current course or from another course that may not even be on the same MCAIMS installation/server. This process is nearly identical to the process described in Paragraph 6.3.3.7.1 (Copy Task From Another Course).

     Table 6-77 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-77. Access to Retrieve a Task

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Retrieve a Task	Yes	No	No

1. From the Current Task dialog box (Figure 6-38), choose Retrieve a Task and click on **Proceed**. The Retrieve From dialog box allows you to choose the file from which you wish to retrieve a task.

2. Locate and highlight the file for the archived task you wish to retrieve. Be sure it is a file for an archived task. If not, you will receive an advisory message.

3. Click on **OK**. Your screen will turn black while it expands and checks records from the designated Zip file. Then a message appears for you to confirm completion of the copy process.

4. Click on **OK.** The system response is conditional. If you do not have access to Evaluation Maintenance and test items are associated with learning objectives subordinate to the task being retrieved, you receive a message advising you that you cannot retrieve this task. Click on **OK** to return to the Task Maintenance selection list box. Otherwise, you will receive one of two messages, depending upon which of the following conditions is true.

    The designator of the task being retrieved does not already exist in the current course. Proceed to Step 4.

    The designator of the task being retrieved already exists in the current course. Proceed to Step 5.

5. If the designator of the task you chose to retrieve does not already exist in the current Working course, a message appears to advise you of this, to offer you two choices (**Retain** or **Renumber**), and to explain the effects of those choices. Click on the appropriate response button.

    a. If you click on **Retain**, you will receive one of two messages (depending upon the existence of a corresponding duty) requesting your confirmation.

       (1) If the duty portion of the task designator does not already exist in your current course, MCAIMS advises you that the parent duty will be copied with the task and all supporting learning objectives and test items. You are reminded that you must assign all newly copied learning objectives to concept cards before you can change the status of the course to Locally Approved.

            Click on **Yes**. MCAIMS depicts the loading and adding of the task. Upon completion, a message advises you that the specific task, with its original designator, has been added to the Working course. Click on **OK** to return to the Task Maintenance selection list box.

(2) If the duty portion of the task designator already exists in your current course, MCAIMS advises you that the task and its supporting learning objectives and test items will be added to the existing duty. You are reminded that you must assign all newly copied learning objectives to concept cards before you can change the status of the course to Locally Approved.

Click on **Yes**. MCAIMS depicts the loading and adding of the task. Upon completion, a message advises you that the specific task, with its original designator, has been added to the Working course. Click on **OK** to return to the Task Maintenance selection list box.

b. If you click on **Renumber**, a message appears to explain the impact of this choice and to confirm your wish to continue. MCAIMS will add the task, along with its supporting learning objectives and test items, to the duty area you select. Again, MCAIMS reminds you that you must assign all newly copied learning objectives to concept cards before you can change the status of this course to Locally Approved.

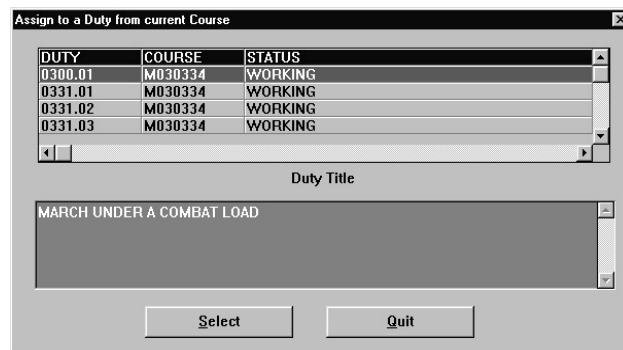(1) Click on **Yes**. The Assign to a Duty from Current Course selection list box (Figure 6-42) opens.

Figure 6-42.   Assign to a Duty From Current Course

(2) Highlight the duty you desire and click on **Select**. MCAIMS depicts the loading and copying of the task. Upon completion, a message advises you that the specific task (with its new designator) has been added to the Working course.

(3) Click on **OK**. This returns you to the Task Maintenance selection list box.

6. If the designator of the task you chose to retrieve already exists in the current Working course, a message appears to advise you of this, to offer you two choices (**Retain** or **Renumber**), and to explain the effects of those choices. Click on the appropriate response button.

a. If you click on **Retain** and you do not have access to Evaluation Maintenance, MCAIMS checks for the presence of test items associated with learning objectives subordinate to the task that will be replaced. If test items are found, you receive a message advising you that you cannot copy this task. Click on **OK** to return to the Task Maintenance selection list box. Otherwise, MCAIMS will overwrite the current task and all subordinate learning objectives and test items with those associated with the incoming task. The parent duty will not be

affected. Learning objectives will be deleted from existing concept cards, but will not be replaced. MCAIMS depicts the loading and adding of the task record. Upon completion, a message advises you that the current task has been overwritten in the Working course. Click on **OK**.

    (1) If no concept cards were affected, you receive a message to that effect. Note that you must assign newly copied learning objectives to concept cards before you can change the status of this course to Locally Approved. Click on **OK** to return to the Task Maintenance selection list box.

    (2) If concept cards were affected by the deletion of the current task, you are provided a list to review. Note that learning objectives deleted from concept cards were not replaced and that the newly copied learning objectives must be assigned to concept cards before you can change the status of this course to Locally Approved. Click on **Print** or **Quit**. Either selection returns you to the Task Maintenance selection list box.

b. If you click on **Renumber**, a message appears to confirm your intent and to explain the impact of this action. MCAIMS will automatically renumber the newly copied task and all of its supporting learning objectives and test items as they are added to the appropriate duty area. Note that you must assign newly copied learning objectives to concept cards before you can change the status of the course to Locally Approved.

    (1) Click on **Yes**. MCAIMS depicts the loading and renumbering of the task. Upon completion, a message advises you that the renumbered task has been added to the Working course.

    (2) Click on **OK**. This returns you to the Task Maintenance selection list box.